



Statewide Interoperability Executive Committee

Standard Operating Procedure

NIMS Communications Unit Workgroup Policies and Procedures

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Distribution Statement: This is a public document. The Point of Contact (POC) for this document is the Public Safety Interoperable Communications (PSIC) Office in the Arizona Department of Administration – Arizona Strategic Enterprise Technology Office (ADOA-ASET). Current contact information for the PSIC Office can be found at www.azpsic.gov.

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Record of Changes

This Record of Changes is used to record revisions to this document, including a brief description of the changes made, the date the changes went into effect by approval of the SIEC, and the appropriate PSIC Office Contact.

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1 Introduction

1.1 Background

The National Incident Management System Communications Unit (NIMS-CU) Workgroup is a standing Workgroup appointed by Arizona's Statewide Interoperability Executive Committee (SIEC). The Workgroup reviews the qualifications of individuals seeking Arizona Regional recognition or renewal of recognition for All-Hazards Communications Unit positions and confers recognition on qualified candidates. The Workgroup may also decline to recognize a candidate and instead suggest additional training or experience that could enable the individual to be recognized at a future date.

The Workgroup is also responsible for maintaining policies and procedures related to its work. These policies and procedures are subject to modification, review and approval by the SIEC.

1.2 Purpose

This document describes the procedures that will be followed by Arizona's NIMS-CU Workgroup and the Public Safety Interoperable Communications (PSIC) Office.

1.3 Scope

This document applies to the NIMS-CU Workgroup, as appointed and directed by the SIEC, and the PSIC Office.

1.4 References

This document references the Arizona Regional All-Hazards Communications Unit Recognition Procedure, available online at: www.azpsic.gov/library/standards/default.htm.

1.5 Administration

The PSIC Office, with guidance from the SIEC and the NIMS-CU Workgroup, is responsible for administering this procedure.

1.6 Document Terminology

The terms "shall," "must," "will," and "required" are used throughout this document to indicate required parameters and to differentiate from recommended parameters. Recommendations are identified by the words "should," "desirably" and "preferably."

1.7 Updates & Revisions

This document will be reviewed annually and updated as needed. Those wishing to suggest revisions or additions to this document should send their feedback electronically to psic@azpsic.gov or in writing to the PSIC Office, c/o Arizona Strategic Enterprise Technology (ASET) Office at 100 N 15th Avenue, Suite 400, Phoenix, AZ 85007.

Revisions to this document will be reviewed by the NIMS-CU Workgroup, which will recommend appropriate changes to the SIEC. Revised versions of this document will be effective once approved by the SIEC.

2 Workgroup Structure

2.1 Membership

The NIMS-CU Workgroup must have a minimum of four members, all appointed by the SIEC. The members must have knowledge of the positions, skills and abilities needed by candidates seeking Arizona Regional recognition for positions within the All-Hazards Communications Unit.

Members of the Workgroup serve until replaced. The SIEC may take action at any time to revise the Workgroup's membership.

2.2 Support

The PSIC Office shall provide administrative support to the Workgroup, and be the repository for Workgroup records, including meeting notes, recognition application materials, resource databases and documents generated by the Workgroup.

2.3 Annual Meeting

A minimum of one (1) meeting should be held by the Workgroup annually. The purpose of this annual meeting is to revise and/or reaffirm policies and procedures of the Workgroup and to identify communications-related information to be distributed to All-Hazards Communications Unit personnel recognized at the Arizona Regional level. Members should make every effort to attend this meeting in person, but may participate by teleconference if necessary. Additional meetings will be scheduled as needed by the Workgroup.

3 Arizona Regional All-Hazards Communications Unit Recognition: Application Review Process

3.1 Receipt of Application Materials

Individuals seeking Arizona Regional recognition or renewal of recognition for an All-Hazards Communications Unit position must follow the instructions for submitting application materials, including the All-Hazards Position Taskbook (PTB), if necessary, as described in the Arizona Regional All-Hazards Communications Unit Recognition Procedure.

The PSIC Office will review application materials for completeness and verify that candidates have provided all necessary documentation. Complete application materials meeting the requirements described in the Arizona Regional All-Hazards Communications Unit Recognition Procedure will be distributed to Workgroup members within two (2) weeks of receipt.

3.2 Evaluation

The Workgroup will review each candidate's submitted application materials and may make additional inquiries if more information is needed from the candidate, incident/event personnel and/or the candidate's Agency. Workgroup members must abstain from any processing of their own application materials.

3.3 Review Meeting

If complete application materials have been received, the Workgroup will meet either in person or by teleconference approximately two (2) weeks prior to the next scheduled meeting of the SIEC. During the meeting, the Workgroup will individually discuss each candidate's application on its own merits:

- PTBs will be evaluated based on the number, depth and complexity of the listed incidents/events
- Renewal applications will be evaluated based on the number, depth and complexity of training, exercises, incidents and/or events, based on submitted documentation

A minimum of three (3) Workgroup members must actively participate in each candidate-related action. Workgroup members unable to attend may provide their recommendations regarding specific candidates to the PSIC Office and request PSIC speak on their behalf at the meeting; however, this will not be considered active participation.

Candidates approved by at least three (3) of the Workgroup members will be formally granted recognition or renewal of their recognition. The Workgroup will also determine recommendations that will be made to those candidates who are not granted recognition or renewal of their recognition.

3.4 Notification of Results

After the application review is complete, the PSIC Office will advise each candidate and their Agency in writing of the results of the Workgroup's review within thirty (30) days of the Workgroup meeting at which the application materials were reviewed:

- If a candidate is granted recognition, the PSIC Office will issue the individual a document confirming designation at the Arizona Regional level. The individual will also be added to the Arizona Regional All-Hazards Communications Unit Resource List posted on the PSIC website at: www.azpsic.gov/library/com1.
- If a candidate is not granted recognition, a document will be sent to the candidate with the Workgroup's recommendations for additional training and/or experience needed for the candidate to be re-considered for recognition at a later date. The Workgroup may also provide the candidate's Agency with any observations the Workgroup feels are relevant to the individual's ability to meet State or nationally established All-Hazards Communications Unit position standards.

3.5 Reporting

The PSIC Office will generate summary reports of the Workgroup's actions, and updates will be provided to the SIEC at its scheduled meetings.